



IAble Enrollment and Payroll Direct Deposit Procedures for Employees

Visit **IAble.gov** to open an IABLE account for yourself or as an Authorized Individual, and ensure Payroll Deduction is selected as your contribution source. If you didn't set up payroll direct deposit when opening an IABLE account, follow these steps to begin the process online:

Step 1: Access your account

1. Log in to your Account at IABLE.gov.
2. Visit the Profile & Documents section on your home screen.
3. Click "Payroll Deduction" on the left side.
4. Click "Change payroll instruction" to start the process.

Step 2: Establish the amount

Follow the prompts to select the amount to contribute from each paycheck. Once you submit this information, you must print out the generated payroll form.

This form will be pre-filled with the Account Owner's name, unique account number, the total payroll deduction amount and the routing (ABA) number for the Plan's bank.

Step 3: Coordinate with your employer

1. Submit the payroll form to your company's human resources, benefits or payroll department. If your employer uses a self-service portal, use the form to fill in the information on your own, just like you would to direct deposit your paycheck into a checking or savings account.
2. Your employer will update the payroll direct deposit amount in the payroll system and will automatically send your contributions to IABLE.
3. Be sure to inform your employer of any changes you wish to make to your direct deposit contributions.

Build a savings with your hard-earned income!



IAble Account Owners earning income can contribute funds beyond the Annual Contribution Limit and receive an Iowa income tax deduction for their contributions. Scan the QR code or visit **IAble.gov/Benefits/Contributions** to learn more!



It's worth remembering:

- IABLE processes payroll direct deposit instructions received by the close of regular trading on the New York Stock Exchange, normally 4 p.m. ET. Contributions received after the close of regular trading will be invested at the closing unit value(s) of the next business day.
- The closing unit value(s) will be used, as long as we receive instructions and account information “in good order.”

Please note: Should an error occur in your ACH instructions, any resulting loss will be your responsibility. IABLE will not process future contributions until the instructions are corrected. If you have additional questions, please call IABLE at (888) 609-8910.



Need help with your IABLE account? Contact IABLE at **(888) 609-8910** or **ia.clientservice@savewithable.com**.